
FINANCIAL REPORTING

Financial Reporting Policy at ACP

Procedure Sections

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Reason for Procedure

This procedure outlines the processes and expectations for grant, tax and internal financial reporting.

Who Should Know This Procedure

- Principal Investigators
- Administrative Staff
- Winter Conference/Summer Workshop Organizers
- Proposal Committee
- Officers
- Trustees
- General Members
- Other: _____

Contacts

| Subject | Contact |
|-----------------------------|---|
| Finance Reporting Questions | Finance Manager Administrative Vice President Principal Investigators |



Applicable ACP Policies

- Accounting Policies and Procedures
 - Cash Management Policy
 - Grant Processes
-

Financial Reporting Policy at ACP

Reporting for Tax Return and Financial Statement Purposes:

The Aspen Center for Physics conducts an annual financial audit. The auditor will prepare an annual Financial Statement, Statement of Cash Flows, Statement of Functional Expenses, and the annual 990. The Finance Manager prepares the 5500 for the TIAA-CREF pension plan.

Formal Internal Financial Reporting:

The ACP Treasurer prepares an annual Treasurer's Report to present to the members of the ACP Board at one of its summer meetings. The Finance Manager will supply financial information as needed or requested to the Treasurer.

Grant Financial Reporting - ACM\$ and NSF Program Income:

Grant reporting is dependent on the funding source. For Federally sponsored projects, reporting requirements are usually listed on the award. If the reporting requirements are not listed, the Finance Manager will consult with the granting agency to find out its policies and requirements for financial reporting.

ACP's cognizant agency, NSF, requires an internal report of expenditures to back up each cash draw. The Finance Manager maintains a paper and an electronic calendar marking due dates for reports. When a grant draw is necessary, the Finance Manager will send the expenditure report for the period covering the draw to the PI for review. The grant income and expense report will provide a net loss to show the amount of grant funds to be drawn down as a reimbursement. The Finance Manager should perform all reconciliations [approved by the Administrative Vice President where prescribed] before submitting the Revenue and Expense report for review. This will ensure accuracy. For NSF-sponsored projects the grant cumulative net project income must be zero or less in order for the grant to be accessed on ACM\$. This draw is the financial report. For NSF, Program Income must be spent before grant monies are drawn. After the PI approves the allocability of expenses and the budget to actual, funds are drawn by the Finance Manager and certified by the Administrative Vice President. This triple review ensures that faulty reporting, lack of current knowledge, inconsistent application, carelessness or disregard for reporting standards will be



minimized. The Administrative Vice President and the President will also confirm program progress and accomplishments [the summer program and winter conferences have proceeded as planned] before approving grant draws.

The NSF requires an annual project income report due in November, which is a downloadable Excel spreadsheet that is completed, certified, then returned to NSF.

Other Federal Agency Financial Reports:

Other Federally sponsored projects may have other criteria for grant draws. Some grantors allow for cash advances. DOE continues to use SF 425.

Property Closeout reports may also be required.

It is essential that all reports be filed on or before the deadlines as stated in the grant awards. Should reports be delayed the PI and/or other management must investigate the cause and remedy it.

Roles & Responsibilities

Principal Investigator: Responsible for ensuring financial reports are accurate and filed on a timely basis.

Administrative Staff: Responsible for maintaining a calendar of due dates for financial reporting, for maintaining accurate records and for preparing financial reports

Appendix: Applicable Federal Regulations & Criteria

For NSF Awards the Aspen Center for Physics follows grant reporting requirements based on the NSF AAG 2014 (III-6)

E. Award Financial Reporting Requirements – Final Disbursements

NSF does not require awardees to submit Federal Financial Reports (FFR's) for each award for purposes of final award accountability. NSF procedures have been designed to extract the final financial data from the entries in ACM\$. This is accomplished as follows:

For any award listed on the ACM\$ Payments screen, the awardee will enter the final payment



amount in the Payment Amount Requested column.

- a. If final disbursements change by \$1.00 or more from the amount at award financial closeout, the awardee should submit an “Adjustment to a Financially Closed Award” through the ACM\$ payment process.
- b. NSF financially closes awards three months after the award expiration date and the award is removed from the ACM\$ payment screen for active awards.
- c. Awardees have the option of using ACM\$ to designate awards for financial closeout prior to the scheduled close out date. Awardees can complete that action by selecting the Final Flag on the ACM\$ payment screen. That action will financially close the award upon posting of the ACM\$ transaction to the NSF financial accounting system.

